

**Scott Walker**  
Governor

**Jon E. Litscher**  
Secretary



**Office of Detention Facilities**  
819 North Sixth Street  
Room 128  
Milwaukee, WI 53203-1675  
Telephone: (414) 227-3997  
Facsimile: (414) 220-5232

## **State of Wisconsin Department of Corrections**

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April 18, 2017

Captain Andra Williams  
Milwaukee Police Department  
4th District Municipal Lockup  
6929 W. Silver Spring Drive  
Milwaukee, WI 53218

**RE: 2017 Annual Inspection, 4<sup>th</sup> District Municipal Lockup**

Dear Captain Williams:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37(3). The 2017 annual inspection of the 4th District Municipal Lockup was conducted on March 31, 2017. This report summarizes the results of the annual inspection.

### **INSPECTION SUMMARY**

#### **Physical Environment 349.07**

The 12 cells and adjacent booking area were inspected and found to be in good condition. The doors and locks were found to be in working order, as were the toilets and sinks. Inspections of cell and fire escape locks and doors are being recorded on a monthly basis pursuant to DOC 349.12(3)(5).

[REDACTED] Additionally, it was suggested that the "911" tool be placed in a more conspicuous area where all staff are familiar with its location.

#### **Sanitation and Hygiene 349.08**

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were found to be relatively clean and well organized.

### **Health Care 349.09**

The Milwaukee Police Department uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A spot review of the completed admission screens that are electronically recorded found that a health screening form is being completed on each individual being booked into the facility. Current Milwaukee procedure stipulates that medications will be placed with the arrestee's property and that no medications brought into the facility by an individual will be administered.

### **Fire Safety 349.10**

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspection by the Department of Neighborhood Services was completed on 12/7/16. An evacuation route is posted and fire protection equipment in place should the need arise.

### **Records and Reporting 349.11**

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being booked into the 4th District Municipal Lockup. Since the last annual inspection in 2016, there have been no notifications to this office regarding any unusual occurrences. As an annual reminder, please have a staff member from either District 4 or Police Administration contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

### **Security 349.12**

As noted earlier, the facility was found to be in compliance with DOC 349.12(3)(5). Cell checks are being completed and documented as required. A review of completed daily cell block check cards found that security checks are being conducted and documented approximately [REDACTED] minutes for adult detainees. This remains an excellent practice that exceeds the minimum requirements set forth in administrative code.

### **Detention of Juveniles 349.21**

The 4<sup>th</sup> District Lockup is currently approved to hold juveniles in a cell only when no adults are being detained. However, a review of the juvenile blotter showed that there were no juveniles held in a cell during the year. All juvenile records were found to be separated from adult records as required, and juveniles are being removed from secure custody status within the 6 hour time limit.

## **Approval**

The Milwaukee Police Department's 4th District Municipal Lockup is approved for the detention of adults for up to 72 hours and for the detention of delinquent juveniles for up to 6 hours when no adult is being detained. This approval is with the understanding that compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained.

I would like to thank Officer Steve Duckhorn and the rest of your staff for their assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz", with a stylized flourish at the end.

Gregory A. Bucholtz, Inspector  
Office of Detention Facilities

Cc: Chief Edward Flynn  
Assistant Chief James Harpole  
Lieutenant Justin Carloni  
Kristi Dietz, ODF Director  
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